

Community Use of Public Facilities

MISSION STATEMENT

The mission of the Office of Community Use of Public Facilities (CUPF) is to maximize the community's use of schools and other public facilities and to identify and facilitate activities and programs that respond to the community's needs without disrupting the instructional program of the Montgomery County Public Schools.

BUDGET OVERVIEW

The total recommended FY09 Operating Budget for the Office of Community Use of Public Facilities is \$9,090,970, an increase of \$736,780 or 8.8 percent from the FY08 Approved Budget of \$8,354,190. Personnel Costs comprise 26.9 percent of the budget for 26 full-time positions and two part-time positions for 26.9 workyears. Operating Expenses and Capital Outlay account for the remaining 73.1 percent of the FY09 budget.

LINKAGE TO COUNTY RESULT AREAS

While this program area supports all eight of the County Result Areas, the following are emphasized:

- ❖ *Children Prepared to Live and Learn*
- ❖ *Healthy and Sustainable Neighborhoods*
- ❖ *A Responsive, Accountable County Government*

PERFORMANCE MEASURES

This table presents what the department estimates and projects will be the FY08 through FY10 data for its performance measures if there are no changes in funding.

Measure	Actual FY06	Actual FY07	Estimated FY08	Projected FY09	Projected FY10
Percentage of hours of indoor community use that were centrally scheduled	92	94	92	92	92
Hours of paid field use ¹	135,917	159,013	160,000	162,400	164,800
Hours of weekday paid high school use	35,050	34,277	34,500	34,500	34,500
Community groups served	4,632	4,765	4,860	4,950	5,050
Number of users participating in User Education Training	738	727	725	725	725
Percentage of school, field, and government building users satisfied with the reservation process ²	N/A	96	96	96	96
Hours of paid school use	519,942	540,649	554,000	563,000	571,400
Percentage of government building free use ³	46	53	50	50	50
Hours of use for government buildings ⁴	13,378	14,222	14,250	14,250	14,250

¹High school fields are excluded from this program; 15 park school sites, formerly scheduled by M-NCPPC were added on Jan. 1, 2007.

²Revised surveys posted FY07.

³CUPF schedules free use for County departments and agencies.

⁴Includes free and paid use.

ACCOMPLISHMENTS AND INITIATIVES

- ❖ *Enhanced outreach efforts to the Hispanic/Latino community by co-hosting a soccer tournament and distributing Spanish language CUPF program materials*
- ❖ *Implemented a third-party credit card processing solution to ensure compliance with credit card industry standards, safeguard customer information, and enhance on-line options*
- ❖ *Phase in weekday scheduling of all high schools to finalize the centralized scheduling process for community use*
- ❖ *Enhance collaborative efforts with MCPS Energy Resources to enhance customer service and control utility reimbursements*
- ❖ *Revised and updated customer forms, informational packets and surveys*

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- ❖ ***Initiate a new Request for Proposal process for shared space child care programs to facilitate fair access to school space and ensure maintenance of high quality services***
 - ❖ ***Initiate development of an interagency clearinghouse for both public and private space to identify resources available to accommodate additional after school programming***
 - ❖ ***Working towards a standardized field use process for CUPF, Department of Recreation and M-NCPPC to improve customer service delivery***
 - ❖ ***Productivity Improvements***
 - ***Expanded use of electronic media to reduce staff hours, postage and paper costs while increasing services to customers***
 - ***Created a new reporting tool to automatically notify high schools of scheduled community use***
 - ***Improved workload distribution and service delivery through a new process allowing high volume priority users to schedule outside the normal window periods***

PROGRAM CONTACTS

Contact Elizabeth Habermann of the Office of Community Use of Public Facilities at 240.777.2713 or Blaise DeFazio of the Office of Management and Budget at 240.777.2763 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Community Access to Public Space

This program provides community organizations and public agencies with access to public schools and government facilities for community services, programs, and events. Services performed by staff in support of this function include: user education training; centralized scheduling of schools, libraries, Regional Service Centers, and County government meeting rooms; managing on-line customer facility requests; administering connectivity to the facility database for school and County staff; information and referral; and problem and conflict resolution. Working with MCPS staff, PTAs, and community-based committees in the implementation and review of facility use policies and procedures is an integral component of this program.

This program also provides general management and staff support to the Interagency Coordinating Board (ICB), which is CUPF's policy-making authority, and its Citizens' Advisory Committee; and administration for community use operations, including financial processes and budgeting for the Community Use Enterprise Fund. The County's General Fund supports limited free use of facilities to qualifying organizations in accordance with ICB policy.

BUDGET SUMMARY

	Actual FY07	Budget FY08	Estimated FY08	Recommended FY09	% Chg Bud/Rec
COMMUNITY USE OF PUBLIC FACILITIES					
EXPENDITURES					
Salaries and Wages	1,441,145	1,617,450	1,500,060	1,787,430	10.5%
Employee Benefits	481,761	548,670	512,760	655,890	19.5%
Community Use of Public Facilities Personnel Costs	1,922,906	2,166,120	2,012,820	2,443,320	12.8%
Operating Expenses	5,751,904	6,151,070	6,155,150	6,632,350	7.8%
Capital Outlay	0	37,000	37,000	15,300	-58.6%
Community Use of Public Facilities Expenditures	7,674,810	8,354,190	8,204,970	9,090,970	8.8%
PERSONNEL					
Full-Time	25	25	25	26	4.0%
Part-Time	2	2	2	2	—
Workyears	26.1	26.1	26.1	26.9	3.1%
REVENUES					
General User Fees	7,554,894	7,900,610	7,642,520	8,504,030	7.6%
Ballfields	110,154	144,000	155,170	161,900	12.4%
Investment Income	213,037	120,000	180,000	120,000	—
Community Use of Public Facilities Revenues	7,878,085	8,164,610	7,977,690	8,785,930	7.6%

FY09 RECOMMENDED CHANGES

	Expenditures	WYs
COMMUNITY USE OF PUBLIC FACILITIES		
FY08 ORIGINAL APPROPRIATION	8,354,190	26.1
<u>Changes (with service impacts)</u>		
Enhance: Weekday Centralized Scheduling of MCPS High Schools	65,450	0.8
Enhance: Energy Management During Community Use Hours	49,490	0.0
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: Other Reimbursements to MCPS	418,620	0.0
Increase Cost: General Wage and Service Increment Adjustments	106,410	0.0
Increase Cost: Annualization of FY08 Personnel Costs	62,010	0.0
Increase Cost: Additional cost to pre-fund retiree health insurance on the multi-year schedule	37,940	0.0
Increase Cost: Group Insurance Adjustment	33,000	0.0
Increase Cost: Reimbursements to MCPS for Equipment and Maintenance	22,130	0.0
Increase Cost: Replacement of CUPF CLASS Oracle Server	15,300	0.0
Increase Cost: Retirement Adjustment	14,930	0.0
Increase Cost: Office Lease	13,500	0.0
Increase Cost: Reimbursement to MCPS for Elections	9,410	0.0
Increase Cost: Reimbursement to Schools for Damages Resulting from Community Use	2,500	0.0
Increase Cost: Travel	2,200	0.0
Increase Cost: Printing and Mail Adjustments	2,060	0.0
Increase Cost: Motor Pool Rate Adjustment	-540	0.0
Decrease Cost: Miscellaneous Operating Costs	-4,780	0.0
Decrease Cost: Computer Equipment, Repairs and Maintenance, and Software	-24,830	0.0
Decrease Cost: Reimbursements to MCPS for Utility Costs	-30,020	0.0
Decrease Cost: Elimination of One-Time Items Approved in FY08	-58,000	0.0
FY09 RECOMMENDED:	9,090,970	26.9

FUTURE FISCAL IMPACTS

Title	CE REC. FY09	FY10	FY11	(S000's) FY12	FY13	FY14
This table is intended to present significant future fiscal impacts of the department's programs.						
COMMUNITY USE OF PUBLIC FACILITIES						
Expenditures						
FY09 Recommended	9,091	9,091	9,091	9,091	9,091	9,091
No inflation or compensation change is included in outyear projections.						
Annualization of Positions Recommended in FY09	0	15	15	15	15	15
New positions in the FY09 budget are generally lapsed due to the time it takes a position to be created and filled. Therefore, the amounts above reflect annualization of these positions in the outyears.						
Elimination of One-Time Items Recommended in FY09	0	-17	-17	-17	-17	-17
Items approved for one-time funding in FY09, including the server and start-up costs for high school centralized scheduling, will be eliminated from the base in the outyears.						
Labor Contracts	0	115	123	123	123	123
These figures represent the estimated cost of general wage adjustments, service increments, and associated benefits.						
CUPF Transfer to MCPS for Elections	0	-127	140	10	13	-127
MCPS is compensated through CUPF for costs associated with general and primary elections held in school facilities. CUPF receives offsetting revenues from the General Fund for this purpose.						
Increase in Other MCPS Reimbursable Costs	0	225	453	695	951	951
Reimbursements to MCPS for staff, maintenance, and supplies will be periodically adjusted to reflect increases in those costs.						
Increase in Utility Reimbursements to MCPS	0	187	392	617	866	866
These amounts reflect the projected future cost of reimbursing MCPS for utilities.						
Office Lease	0	14	28	28	43	43
CUPF is housed in a non-County building and pays an annual increase for its lease and a share of real estate assessments.						
Retiree Health Insurance Pre-Funding	0	51	101	151	163	175
These figures represent the estimated cost of the multi-year plan to pre-fund retiree health insurance costs for the County's workforce.						
Subtotal Expenditures	9,091	9,553	10,325	10,714	11,248	11,120

ANNUALIZATION OF PERSONNEL COSTS AND WORKYEARS

	FY09 Recommended		FY10 Annualized	
	Expenditures	WYs	Expenditures	WYs
Enhance: Weekday Centralized Scheduling of MCPS High Schools	60,850	0.8	76,150	1.0
Total	60,850	0.8	76,150	1.0

FY09-14 PUBLIC SERVICES PROGRAM: FISCAL PLAN			COMMUNITY USE OF PUBLIC FACILITIES					
FISCAL PROJECTIONS	FY08 APPROVED	FY08 ESTIMATE	FY09 REC	FY10 PROJECTION	FY11 PROJECTION	FY12 PROJECTION	FY13 PROJECTION	FY14 PROJECTION
ASSUMPTIONS								
Indirect Cost Rate	12.56%	12.56%	12.88%	12.88%	12.88%	12.88%	12.88%	12.88%
CPI (Fiscal Year)	3.1%	3.6%	2.8%	2.4%	2.5%	2.5%	2.5%	2.5%
Investment Income Yield	5.2%	4.0%	2.5%	3.5%	4.0%	4.5%	4.8%	5.0%
Rate Increase Pending ICB Approval	0.0%	0.0%	0.0%	10.0%	5.0%	5.0%	5.0%	0.0%
Growth in Activity	0.0%	0.0%	0.0%	1.0%	1.0%	1.0%	1.0%	1.0%
BEGINNING FUND BALANCE	2,598,590	2,461,660	2,097,440	1,573,520	1,428,310	1,331,920	1,275,640	1,249,650
REVENUES								
Charges For Services	8,044,610	7,797,690	8,665,930	9,605,290	10,119,680	10,634,170	11,148,770	11,238,270
Miscellaneous	120,000	180,000	120,000	170,000	200,000	230,000	250,000	270,000
Subtotal Revenues	8,164,610	7,977,690	8,785,930	9,775,290	10,319,680	10,864,170	11,398,770	11,508,270
INTERFUND TRANSFERS (Net Non-CIP)	(136,940)	(136,940)	(218,880)	(363,950)	(87,300)	(202,980)	(172,920)	(312,840)
TOTAL RESOURCES	10,626,260	10,302,410	10,664,490	10,984,860	11,660,690	11,993,110	12,501,490	12,445,080
PSP OPER. BUDGET APPROP/ EXP'S.								
Operating Budget	(8,354,190)	(8,204,970)	(9,090,970)	(9,090,970)	(9,090,970)	(9,090,970)	(9,090,970)	(9,090,970)
Labor Agreement	n/a	n/a	0	(114,600)	(122,790)	(122,790)	(122,790)	(122,790)
Annualizations and One-Time	n/a	n/a	n/a	(2,130)	(2,130)	(2,130)	(2,130)	(2,130)
Retiree Health Insurance Pre-Funding	n/a	n/a	n/a	(50,550)	(101,020)	(151,490)	(162,880)	(174,850)
Elections	0	0	0	126,860	(139,500)	(9,650)	(13,060)	126,860
Increase Utility Reimbursement to MCPS	0	0	0	(186,500)	(391,650)	(617,315)	(865,547)	(865,547)
Office Lease	0	0	0	(13,504)	(27,679)	(28,391)	(43,311)	(43,311)
Central Duplicating Deficit Recovery Charge	0	0	0	330	330	330	330	330
Other Increases in Reimbursements to MCPS	n/a	n/a	n/a	(225,485)	(453,359)	(695,065)	(951,482)	(951,482)
Subtotal PSP Oper Budget Approp / Exp's	(8,354,190)	(8,204,970)	(9,090,970)	(9,556,549)	(10,328,768)	(10,717,471)	(11,251,840)	(11,123,890)
OTHER CLAIMS ON FUND BALANCE	0	0	0	0	0	0	0	0
TOTAL USE OF RESOURCES	(8,354,190)	(8,204,970)	(9,090,970)	(9,556,549)	(10,328,768)	(10,717,471)	(11,251,840)	(11,123,890)
YEAR END FUND BALANCE	2,272,070	2,097,440	1,573,520	1,428,310	1,331,920	1,275,640	1,249,650	1,321,190
END-OF-YEAR RESERVES AS A PERCENT OF RESOURCES	21.4%	20.4%	14.8%	13.0%	11.4%	10.6%	10.0%	10.6%

Assumptions:

1. The table reflects, for purposes of analysis only, general rate increases in FY10, FY11, FY12, and FY13. The ICB must review and approve any actual increase.
2. Changes in interfund transfers reflect the election cycle, receipts from the General Fund to offset the cost of free use and unpermitted field use, and technology modernization costs.
3. The labor contract with the Municipal and County Government Employees Organization Local 1994 expires at the end of FY10.

Notes:

1. The fund balance is calculated on a net assets basis.
2. Fees and activity levels are adjusted to fund the approved service program and maintain an ending fund balance target of at least 10% of resources.
3. These projections are based on the Executive's Recommended budget and include the revenue and resource assumptions of that budget. The projected future expenditures, revenues, and fund balances may vary based on changes not assumed here to fee or tax rates, usage, inflation, future labor agreements, and other factors not assumed here

